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ANNUAL REPORT PROGRAM EVALUATION

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11 July 1955

MEMORANDUM FOR: Deputy Director of Personnel for Planning
and Development
All Division Chiefs, Office of Personnel

SUBJECT: Semi-annual Reports of Progress and Program Plans

RESCISSION: Memoranda from DAD/P to Division and Staff Chiefs,
Office of Personnel, same subject, dated 19 January
1954 and 23 July 1954

1. The memoranda noted above, as rescinded, called for the submission of semi-annual reports of progress and program plans. The requirements for content of these reports are being amended, as outlined herein, in order that they may serve to meet budget justification requirements as well as their primary purpose of formally reviewing progress and program plans within this Office.

2. An annual report, prepared according to the attached outline, will be required by 1 August of each year to report on accomplishments of the preceding fiscal year and program plans for the current and succeeding fiscal year.

3. A semi-annual report will be required by 1 February of each year consisting of two parts: (1) report of progress and accomplishments during the preceding July - December; and (2) report of program plans for the current six month period from January - June.

4. Reports required by paragraphs 2 and 3 will be forwarded to the Executive Officer, Office of Personnel, by the due dates indicated. Inquiries regarding their preparation or content may be referred to the Assistant Executive Officer.

Harrison G. Reynolds
Director of Personnel

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OUTLINE FOR ANNUAL REPORT

SECTION 1. Major Accomplishments and Significant Development during (preceding fiscal year). (For reports due 1 August 1955, this section will cover the period 1 July 1954 - 30 June 1955.)

This section should summarize work accomplishments of your present element during the preceding fiscal year. If functions have been transferred into your organization during the year, they should be reported by you for the full year. Functions transferred out of your organization during the year should be reported by the element to which they were transferred.

Statistics reflecting workload should be used as much as possible. However, they must be expressed in meaningful and defined work units and compare reasonably with known overall Agency statistics as to accessions, separations, promotions, etc.

SECTION 2. Objectives for Current Year and Status of Current Program. (For reports due 1 August 1955, this section will cover program plans for the period 1 July 1955 - 30 June 1956 and describe the current status of your activities as of the time of preparation of the report.)

This section should summarize the program objectives and anticipated elements of emphasis in your activity for the current year.

SECTION 3. Program Outlook for Budget Year. (For reports due 1 August 1955, this section will cover the period 1 July 1956 - 30 June 1957.)

This section should present a broad summary of program plans, including mention of anticipated major changes in direction scope, or emphasis during the budget year.

NOTE: For budget presentation purposes, each section should be limited to 500 words or less. If it is necessary to prepare a longer paper to include all details of your activities, it should be accompanied by a summary for use in budget presentation.

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Next 6 Page(s) In Document Exempt